

Space Coast Area Policy Subcommittee Guidelines



Article I Name

The name of this subcommittee shall be Space Coast Area Policy Subcommittee (SCAPS).

Article II Purpose

- a. To encourage the use of policy as a spiritual tool to help service.
- b. To help interpret policy and make appropriate recommendations.
- c. To help subcommittees and groups prepare or correct guidelines.

Article III Duties

- a. To keep accurate minutes and a monthly Policy Addendum that shows changes in the SCASC guidelines.
- b. To attend all ASC meetings, providing all information pertinent to any Policy question or decisions.
- c. To update the ASC Policy Package annually.
- d. Assist other committees in guideline reviews.

Article IV Members

All members of NA are welcome to attend any SCAPS meetings.

Article V Trusted Servant: Qualifications/Duties

Section 1. Chair Qualifications:

- a. 3 years clean time requirement.
- b. Has fulfilled service positions at area, regional, or world levels in NA.
- c. Working knowledge of the Steps, Traditions, and Concepts of NA.
- d. Willingness to be of service to the SCASC.
- e. Term: 1 year.

Duties:

- a. To Chair all SCAPS meetings.
- b. To provide an agenda for the SCAPS meetings.
- c. Vote in case of a tie.
- d. To coordinate and oversee all SCAPS functions.
- e. To turn in a written report of all Policy subcommittee functions at the SCASC monthly Meeting.
- f. To train the Vice-Chair in the duties of being the Chair.

- g. To advise and train for a period of two (2) months a newly elected Chair.

Section 2. Vice-Chair Qualifications:

- a. 2 years clean time requirement.
- b. Been of service at group, area, or regional levels in NA.
- c. Working knowledge of the Steps, Traditions, and Concepts of NA.
- d. Willingness to be of service to the SCAPS.
- e. Term: 1 year.

Duties:

- a. Perform duties of Chair in their absence.
- b. Assist Chair in overseeing/conducting all SCAPS activities.

Section 3. Secretary Qualifications:

- a. 1 year clean time.
- b. Been of service at group, area, or regional levels in NA.
- c. Working knowledge of the Steps, Traditions, and Concepts of NA.
- d. Willingness to be of service to the SCASC.

Duties:

- a. Record and distribute minutes at the SCAPS monthly meeting.
- b. Maintain a contact list.
- c. Maintain subcommittee records.

**Article VI
Trusted Servant Elections**

Section 1. The Chair shall be elected by the SCASC. Nominations may come directly from the Policy Subcommittee.

Section 2.

The Vice-Chair and Secretary are voted on by the members of the Policy Subcommittee.

- a. Any member of the Space Coast Area may nominate an NA member for this committee.
- b. In the case of a mid-year resignation or removal of the Chair, an interim may be appointed by the Chair of the SCASC until one can be voted on by the ASC. In the event that someone is appointed or elected to fulfill the remaining term, the new Chair may fulfill that partial term and still be eligible for a complete two terms.

**Article VII
Removal of Trusted Servants**

- a. A loss of clean time will be considered to be an automatic resignation of any

- Trusted Servant. Continued participation in the committee is acceptable.
- b. Removal for Dereliction of Duties
 1. Notification of a vote to remove a Trusted Servant may be given in-person or any other common communication method.
 2. Voting will be in accordance with the SCASC Policy Package.

Article VIII Parliamentary Authority

See the SCASC Policy Package.

Article IX Voting

Any member of the SCAPS may vote providing they have attended 2 consecutive Policy Subcommittee meetings. Documentation of attendance will be from the SCAPS monthly area report submitted to the SCASC.

Suggested Policy Subcommittee Format

1. Serenity Prayer
2. Read the 12 Traditions
3. Read the 12 Concepts
4. Read the long version of the Concepts of NA Service corresponding with the current month. (January = 1, etcetera).
5. Read the second to last paragraph in the Introduction, on page xxvi, of the 6th Edition of the NA Basic Text be read.
6. Read the purpose and duties of the Policy Subcommittee
7. Open format for ten minutes if needed
8. Secretary report
9. Old Business
10. New Business
11. Close with the 3rd Step prayer